

TERMS OF REFERENCE (TOR)

SUPPLY & INSTALLATION of 04 LAPTOPS

for

Uttarakhand Electricity Regulatory Commission, Dehradun.



UTTARAKHAND ELECTRICITY REGULATORY COMMISSION

1st Floor, Institutions of Engineers (I) Ltd. Building , Near ISBT,DEHRADUN- 248 001

PH. 0135-2641119 FAX- 2641314

Website: www.uerc.in

Tender for Procurement of LAPTOPS

The UERC invites technically complete and financially competitive Sealed Tender from reputed Manufacturers/vendors for supply & installation of laptops for its office. The essential required Technical Specifications for laptops are enclosed in the Annexure-I. Sealed Tender Documents must be submitted before the Competent Authority latest by 12.00 PM of 21.08.2009 or next working day in case of holiday, which shall be opened on the same day at 3.30 PM in the presence of the tenderers or their representatives who wish to be present.

1. Bid Submission

Tender shall be submitted in two parts i.e. Part-I- Technical Bid & Part-II- Financial Bid. The Part-I Technical and Part-II Financial bids shall be submitted in separate sealed envelopes clearly super scribing on the envelope "Part-I - Technical Bid for purchase of laptops" & "Part-II- Financial Bid for purchase of laptops". Both sealed envelopes shall be covered in a bigger envelop which shall also be sealed and duly super scribed & must be addressed to the competent Authority.

1.1 Envelop of Technical Bid should contain the following :

- A) Earnest Money of Rs. 5,000.00 (Rupees Five Thousand) in shape of FDR/CDR of Scheduled Bank duly pledged in favour of Secretary, Uttarakhand Electricity Regulatory Commission, Dehradun.
- B) Copy of Registration certificate under Trade Tax, CST and Income Tax.
- C) Documents/ Brochures or Technical Specification/Features of item to be quoted.

1.2 Envelop of Financial Bid should contain the following :

In this envelop only Price Schedule of the items to be supplied duly filled by the tenderer shall be kept, which shall be only on the Proforma supplied by the Commission with the Tender documents.

1.3 Sealed Bids in accordance with this TOR must be submitted in the Commission at the date and time stated as above as to be received at the following address:

The Secretary,
Uttarakhand Electricity Regulatory Commission
1st Floor, Institutions of Engineers (I) Ltd. Building,
Near ISBT, Saharanpur Road, DEHRADUN- 248 001

Terms & Conditions:

1. All bids and supporting documentation shall be submitted in English/Hindi.
2. Total cost shall be inclusive of installation charges, taxes & duties etc.
3. Material shall be F.O.R. Commission's office.
4. Tender received after the fixed date & time shall not be considered.
5. On first step Technical bids of all tenderers shall be opened by the competent Authority and Financial bids shall be opened only of those tenderers whose Technical bids shall be found fit with the required parameters /Specifications.
6. Bidders are requested to give separate Prices for models with different specifications in the price bid. The Commission has the right to choose model meeting a particular set of specifications.
7. Validity of rates quoted by the tenderers must be minimum of 45 days.
8. Deposited Earnest Money of unsuccessful Tenderers shall be refunded within fifteen days after opening the tender documents. Earnest Money of successful tenderer shall be retained till satisfactory supply of items to be ordered.
9. Quantity of items to be supplied as shown in the tender document is estimated that may vary $\pm 100\%$ according to our requirement.
10. Material to be supplied after finalization of tender must be according to the specification and certification of the company as quoted in their bids alongwith Three years on-site comprehensive warranty, otherwise Order shall be likely to be rejected and deposited Earnest Money shall be forfeited.
11. The delivery of laptops shall be made within 02 (Two) weeks from the date of receipt of purchase order. Penalty @ 0.50% per week subject to maximum of

10.00% of the Order value shall be levied for the delayed period & balance quantity of material to be supplied which shall be deducted from their bill/bills.

12. The cost of bidding and submission of the bids is entirely the responsibility of the Bidders, regardless of the conduct or outcome of the tendering process.

13. Payment Terms:

On completion of installation of the laptops at UERC office, personnel will inspect and certify installation before release of payment to the vendor.

- a. A payment of Ninety percent (90%) of the contracted sum, would be payable on successful installation, integration and issue of acceptance certificate to that effect by UERC.
 - b. A payment of 10% of the order value would be payable to the supplier on expiry of the warranty period or against bank guarantee of the same amount valid for three years one month i.e. one month above from the last date of the warranty period.
 - c. All payments will be released based on separate invoices submitted to UERC by the vendor in duplicate.
14. The Vendors should be the original manufacturer of the equipments or authorized supplier/representative in India. An Authorization letter from the manufacturer to this effect should be furnished as enclosed in Annexure II.
15. Secretary, UERC, reserves the right to reject all or any of the tender/quotations without assigning any reason thereof.
16. Secretary, UERC, reserves the right to split the order in one or more.
17. Any disputes & litigation shall be subject to the Judicature of District Court, Dehradun.

(Pankaj Prakash)

Secretary

Technical Specifications for the LAPTOPS (Preferably reputed brands like Lenovo, HP, HCL etc.)

(Bidders are requested to give separate Prices for models with different specifications in the price bid)

| S. No. | Parameter | Description | Compliance to be filled by the tenderer |
|---------------|-------------------------------|--|--|
| 1. | Operating system installed | Genuine Windows Vista® Business | |
| 2. | Processor type | Intel® Centrino® 2 processor technology • Intel® Core™2 Duo Processor 8400 or higher • 2.26 GHz or higher , 3 to 6 MB L2 cache, 1066 MHz FSB | |
| 3. | Standard memory | 2GB/4GB/8GB DDR2 1066 MHz | |
| 4. | Memory upgrade | Upgradeable to 8192 MB maximum | |
| 5. | Internal hard disk | 160/250/320/500 GB SATA | |
| 6. | Hard disk drive speed | 5400/7200 rpm | |
| 7. | Optical drives | DVD Recordable super multi | |
| 8. | Display size | 12.1"/14.1 "/15.4" WXGA TFT 1280x800 | |
| 9. | Video resolutions description | 1280 x 800 WXGA with inbuilt front side video camera min. 2 MP | |
| 10 | Graphics | Onboard intel graphic card | |
| 11 | External I/O ports | Min. 4 USB 2.0 ports, VGA, S-video TV out, stereo microphone in, stereo headphone/line out, power connector, RJ-11, RJ-45, serial port | |
| 12 | Expansion slots | 1 Express Card/54 slot (also supports Express Card/34), 4 in 1 Media Card Reader | |
| 13 | Audio | High definition onboard audio, stereo speakers, stereo headphone/ line out, stereo microphone in, integrated microphone (integrated dual-microphone array) | |

| | | | |
|----|-----------------------|---|--|
| 14 | Network interface | Gigabit Ethernet PCI Controller (10/100/1000 NIC) | |
| 15 | Modem | 56K modem | |
| 16 | Wireless technologies | Wireless LAN 802.11 a/b/g or higher, Bluetooth 2.0+ | |
| 17 | Product weight | Between 1.75-2.75 kg | |
| 18 | Power features | 6-cell (55 WHr) Lithium-Ion battery(3.5 to 4.5 hrs. Back up) | |
| 19 | Keyboard | Full-sized keyboard | |
| 20 | Pointing device | Touchpad with scroll zone | |
| 21 | Mouse | Cordless laser mouse for notebooks, should support windows vista OS | |
| 22 | Warranty | 3 year standard parts and labour onsite warranty,1 year warranty on primary battery, service 24X7 international | |
| 23 | Software included | Recovery of OS, Recovery Manager & other std. softwares like touch pad etc. | |
| 24 | Carry Bag | OEM | |

Signature & Seal of the tenderer

MANUFACTURER'S AUTHORISATION FORM (MAF)

No.....dated

To,

We _____ who are established and reputed manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name) for and on behalf of M/s _____
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer concern and should be signed by a competent authority of the manufacturer.

